



CLUB AND COMMUNITY DEVELOPMENT OFFICER: MUNSTER

JOB DESCRIPTION
2025

POST TITLE:

Club and Community Development officer: Munster

REPORTS TO:

Education & Development Manager

CONTRACT DURATION:

One year contract - ongoing contract funding dependent.

BASED:

Home, travel required

HOURS:

Full-Time

REMUNERATION

€29,000 - €32,000 DOE

IN A NUTSHELL

Triathlon Ireland is seeking a Munster based Development team member.

The post holder will implement a programme in line with the Triathlon Ireland Strategic plan to deliver the development operations plan in Munster and Nationwide. Post holder will work closely with Cork Local Sports Partnership to deliver against a joint action plan in Cork.

You could be the one if:

- You are a qualified triathlon coach - other qualifications will be considered.
- You have experience of project management across multiple projects.
- You have experience of providing coordination and administrative support across a small team and the wider organisation.
- You have excellent communication and organisational skills.
- You have budget management experience.
- You have experience working in the public sports sector.

QUALIFICATIONS

- Level 2 World Triathlon coach or equivalent. Other coaching qualifications and experience will be considered.
- Project management or similar.

SKILLS

- Exceptional administrative and organisation skills.
- Self motivated to deliver to the highest standards.
- Outstanding written and verbal communication skills.
- Extensive IT skills, competent in G Suite.
- Excellent time management skills with the ability to prioritise, plan and organise day to day activities ensuring that deadlines and objectives are achieved.
- Good interpersonal skills, confident and professional telephone manner.
- Effective problem solving techniques.
- Excellent stakeholder and customer service skills.

PERSONAL ATTRIBUTES

- A passion for getting people involved in sport.
- A team player with a positive outlook and strong work ethic.
- The ability to use your own initiative and know when to seek advice.
- Acts with professional integrity at all times.
- Committed to high standards of quality and seeks to improve systems and processes.
- Ability to work under pressure to tight deadlines.
- Ability to develop and maintain strong, effective and professional working relationships. Willingness to travel where necessary.
- Flexibility in working hours when necessary.
- Flexible and receptive to change.
- Treat people fairly and respectfully.

RELATIONSHIPS

- You will report to Head of Development
- Close working relationships with Development team, Operations team, National pathways coach, community coaches, Cork Local Sports Partnership.

JOB RESPONSIBILITIES

- Lead on programme development and delivery in Munster in line with the overall development operations plan.
- Assist in recruitment and development of coaches in Munster.
- Coordinate and manage the delivery of TI programmes (New2Tri/Try-a-Tri programs, inclusion programmes, camps, training events, Tri Heroes or Tri Captains) by community coaches.
- Build relationships with key stakeholders in Munster including Local Sports Partnerships, clubs, leisure facilities and schools.
- Identify appropriate venues in Munster for course and programme delivery.
- Support clubs to develop governance structures through the Evolve club standards programme and grow membership bases.
- Support the Boost hub coaches in delivery of the hub sessions.
- Support the other Development Officers.
- Work closely with the rest of the team including the development admin team, the operations, finance and marketing team.
- Identify and secure any additional resources, through corporate and government support, to promote and develop women in sport initiatives in Triathlon, and within affiliated clubs.
- Partner with the Communications and Media team to effectively communicate projects and programmes with the network and the wider triathlon community.
- Attend club events, national events and networking opportunities where appropriate.
- Assist in managing all budgetary aspects of the role in accordance with Triathlon Ireland operations and procedures.
- Monitor, evaluate and review the projects being delivered.
- Comply with, and actively promote, Triathlon Ireland policies and procedures on all aspects of equality in relation to the project.
- Ensure full compliance with health and safety requirements and legislation in accordance with Triathlon Ireland policies and procedures.
- Keep abreast of current and emerging trends and developments within the triathlon community and the Irish sports sector.

HOW TO APPLY

Have a good look around our website and our social media and get a feel for who we are. If you think you'd be a good fit, please send us your cover letter and resume.

Cover Letter & CV

Tell us why you are interested in working with Triathlon Ireland, why you would be an attribute to our culture and how your skills/experience would contribute to the position.

Send to Mackenzie Keller, mackenzie@triathlonireland.com

Closing date for applications is Wednesday, 12th of March.